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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Admin. & Training Staff ✓  
 Chief, Security Division

DATE: 3 March 1954

FROM : Executive Officer

SUBJECT: Monthly and Yearly Activities Reports

1. Reference is made to the subject reports, which are submitted by the Special Security Division and the Administrative and Training Staff.

2. In order that the information contained in these reports be readily available in a form which will allow easy comparison of statistics on monthly and yearly bases, it is requested that A&TS begin condensing and compiling the information contained in each of the subject reports to reflect statistics for the Security Office "across the board."

3. In this connection, it is suggested that the Security Division submit statistics monthly, in addition to those presently being submitted, which will reflect more of the activities engaged in by the Physical Security Branch and which are susceptible to statistical presentation, for example, statistics on the number of persons processed for identification and passes issued; the number of indoctrination classes and attendance; the number of visitors processed; number of combinations changed and repaired; the amount of classified waste collected and destroyed; number of persons training in firearms, etc.

4. A&TS will be the repository for the reports submitted to the Director of Security on these divisional activities, and as stated above, A&TS will be responsible for compiling and combining them for ready reference and historical purposes.

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